

## **FIRE PROTECTION POLICY BOARD**

**Work Session  
April 25, 2007  
General Administration Building  
Olympia, WA**

**Board Members Present:** Sharon Colby, Mark Kahley, Wayne Wienholz, Dean Hosni, T.J. Nedrow, Jennifer Gregerson, Jim Broman and Rick Chaney

**Board Members Absent:** Bud Hover

**WSP Staff Present:** Mike Matlick, Dan Eikum and Ellen Tombleson

**Guests Present:** Chief Bill Walkup and Kim Tanaka

### **OPENING:**

T.J. opened the meeting with introductions at approximately 9:10, and asked that if any necessary changes are noted in reviewing the minutes from the February 28 meeting, that they be forwarded to Ellen so she can make the necessary corrections prior to the next Regular Meeting, scheduled for May 23.

### **APPROVAL OF AGENDA:**

The agenda was approved with the addition of a presentation on the Allotment Process by Bob Maki, and discussion on Firefighter I Accreditation and Traffic Incident Safety.

### **DISCUSSION:**

**Member Terms** ~ Kim Tanaka provided an update on Member terms, and advised that Mark Kahley's term has been extended to expire in 2009, to facilitate a three member per year term expiration cycle. She also advised that three names had been submitted by both the Washington State Council of Firefighters and from the Washington State Firefighters Association, resulting in the re-appointments of T.J. Nedrow and Rick Chaney. Kim advised that three names have not yet been received from the Washington Fire Commissioners for their position on the Board that expired in April, and that she is in working with Roger Ferris to facilitate this. Kim advised that Governor Gregoire does not have a specific policy of limiting the number of years or terms a member can serve, but is more interested in knowing why they are interested in continuing in their position and if they are a productive member of the Board/Commission they serve on.

**Regional Contract Funding** ~ SFM Mike Matlick advised that he and Jim Broman worked together of developing definitions relating to the Regional Contracts, which are being presented at Regional Contract training sessions being held this week in Yakima and Tumwater. Mike advised that it is the intent that this year's contracts be in place by July 1.

**Suggested Changes to the Mobe Plan** ~ Chief Bill Walkup, Chair of the State Fire Defense Committee, reviewed suggested changes to the Washington State Fire Service Resource Mobilization Plan (Mobe Plan), and advised that all changes were approved by the State Fire Defense Committee, with no cons noted. During discussion relating to taking action to approve the changes, Rick Chaney advised that he would like to table the decision until later in the meeting, to allow him an opportunity to confer with the Executive Staff of the Washington State Council of Firefighters. In discussion regarding the timeline for review of the Mobe Plan to allow for the approval and updating process, resulting in the Mobe Plan being in place for the fire season, Chief Walkup advised that the State Fire Defense Committee will adjust their timelines to provide proposed changes for review to the Board at their January Work Session, with action to be taken at their Regular Meeting in February.

**All Risk Mobilization** ~ An overview was provided of a stakeholders meeting held on April 11 with Representative Al O'Brien (Chair of the House Public Safety Committee) to discuss the issue of All Risk Mobilization and use of funds from Fire Contingency Pool. Mike Brown, Gordon Walgren, T.J. Nedrow, Mike Matlick, Chief Batiste, Antonio Ginatta, Bill Walkup and Dave LaFave attended the meeting. While it is agreed that the Mobe Plan is an All Risk Plan, there is a question from state agency representatives as to whether funding can be used from the Fire Contingency Pool to pay for other than wildland fire mobilizations. The group agreed to submit a unified question to the Attorney General for a formal opinion. The question is currently being refined to take into consideration information from all interested parties.

Following considerable discussion on how this issue may affect future participation by the fire service in mobilizations, Mark Kahley stated that he feels it is critical to have a resolution quickly and suggested developing a recommended position of the Fire Protection Policy Board to be forwarded to Chief Batiste and Governor Gregoire.

Mike advised that a follow up meeting has been scheduled with Representative O'Brien on May 1.

**Firefighter I Accreditation** ~ Rick Chaney advised that he was concerned with the possible practice of some colleges awarding credits based on Firefighter I certificates, as there is a variance in hours between Firefighter 1 classes. Discussion was held on what the perception of what the FF 1 certificate means. Jim Broman pointed out that FF1 certification is based on demonstrated knowledge, skills and abilities, and not

necessarily in a specific number of hours. During discussion it was suggested that the course curriculum be provided with the FF1 certificates, which would aid the colleges in determining whether or not to grant college credits. It was also suggested that the FF1 certificate include the number of hours of the recruit school on the certificate itself. Mike Matlick, Dan Eikum and Rick Chaney will continue to work on this issue, and provide an update at the next Policy Board meeting. It was pointed out that for long range planning purposes, the Board should be tracking what is happening with the colleges to ensure consistency. It was agreed that T.J. and Jim would further discuss this issue with representatives of the college boards.

### **Decision Item**

***Motion:*** It was moved by Sharon Colby and seconded by Rick Chaney to approve the Whitman County Fire Chief's Association request for regional re-alignment, moving all of Whitman County to the Northeast State Fire Defense Region.

***Discussion:*** Mark Kahley feels the Board needs to continue the process of reviewing requested regional realignments on an individual basis.

**Motion passes. Unanimous.**

In further discussion, it was agreed that the process to officially approve the realignment request would be to send a letter to the Whitman County Fire Chief's Association from the State Fire Marshal, with copies sent to the State Fire Defense Committee.

### **PRESENTATION**

Bob Maki, WSP Budget Manager, provided the following definitions and key points of the WSP Allotment process:

**Appropriation:** A legislative authorization for an agency to make expenditures and incur obligations for specific purposes from designated resources available or estimated to be available during a specified time period.

**Allotment:** Part of an appropriation that may be spent during a specified time period. To allot an appropriation is to divide it into amounts that may be spent during a specified time period (fiscal year, biennium) such as by month and by objects of expenditure.

### **WSP Allotment Process:**

Conducted immediately following the passage of a budget; allotments are determined and entered into the accounting system during the first month of the biennium or fiscal

year. WSP allots funds for each program by sub-object and by month for the entire biennium/fiscal year.

Each program manager/division commander determines their allotments based on past expenditure patterns and their future plans. Once allotments are set for the biennium and released by the Office of Financial Management, we normally do not make adjustments (other than at the beginning of each fiscal year). Allotment adjustments can be made at the beginning of the second year of the biennium.

**Key Points:**

The allotment process is an administrative process. There is no legal requirement to spend to allotments.

Legal requirements include that: (1) appropriations or provisos are not overspent and (2) that restricted funds are used only for their statutory purpose.

Allotment decisions are made by the division administrator/commander or the project manager in the case of grants or contracts.

**REPORTS**

**State Fire Marshal's Office** –Mike Matlick provided an overview of the capital construction project for the FTA sewer system and dormitory construction. He advised that the project is being funded by Certificates of Participation that will be repaid with revenue from fees charged by the FTA.

In response to a question relating to the possibility of the Board seeking grants (ex: Assistance to Firefighter grants) Mike advised that he will follow up to see if the Board is able to submit grant requests.

Mike also advised that the Department of Ecology is forming a focus group to review funding and governance methods for CBRNE Teams.

In discussion on NFIRS reporting and the Annual Report, Mike advised that a Decision Item will be brought to the Board to approve cutting off the submission of NFIRS data on January 31, to facilitate having the annual report distributed by April 1 of each year. Mark asked Mike to verify that DNR wildland data is linked to the report.

Mike provided an overview of the efforts of the Fire Prevention Committee and advised that their next meeting is scheduled for May 8 in Olympia, with access via conference call. It is anticipated that the Committee will have their report ready to forward to the Board this fall. Now that Jim Crawford is a member of both the Fire Prevention Committee and the Training & Education Committee, it will be much easier to ensure that these committees will work close together on issues of mutual interest.

Mike gave a brief report on a tour that he and Frank Garza took of Oregon's Fire Training Academy, which was constructed for \$7.7 million. Following Mike's suggestion that the Board take a tour of the Oregon Fire Training Academy and regional delivery System, he advised that he would start the process for setting up a day long tour, and advised that Ellen would query the board members on their availability to determine a date when the majority of the Board could attend.

Mike ended his report by advising that the recent fire sprinkler trailer demonstrations and educational display at the Puyallup Spring Fair was a great success, and that the Bureau intends to have a similar involvement at the Puyallup State Fair.

**Training and Education Training Committee** – Mike provided the report for the Training and Education Committee, and advised that it is intended that a draft report will be forwarded to the Board for their review by January 2008, and that work is continuing on the development of a statewide training website.

**Traffic Incident Management** – For general information, T.J. distributed copies of the proposed National Unified Goal for Traffic Incident Management, whose goal is to concentrate efforts at the national level to identify strategies to address responder safety; quick and safe clearance, and ensure prompt and reliable interoperable communications during traffic incidents. T.J. was interested in hearing from the board regarding their interest in taking action as it relates to ratification of the national unified goal.

## **REVIEW ~**

In discussion on the Action Calendar, T.J. advised that he and Wayne would like to select a date to hold a BBQ in conjunction with a Board meeting to which previous Board Members would be invited. It is anticipated that this would take place at the Headquarters of Lacey Fire District in either August or October. T.J. asked Ellen to send an email to the Board to query them on which month they would prefer to do this.

Following Review of the Pending List, Mike requested that the FTA graduations be added to the List. T.J. advised that if anyone else had any meetings or events they were aware of that should be added, to direct them to Ellen.

## **GENERAL DISCUSSION ~**

Mike advised that the air fill station at the FTA is being delayed due to problems encountered with the permitting process, and that all of the funds for this project will not be expended in this biennium. Due to the problems encountered with the air fill station and lessons learned, Mike is beginning discussions with Property Management staff to begin developing timelines for the dormitory construction process.

Rick advised that he had been able to make contact with the Executive Staff of the Council of Firefighters, and requested that the Decision Item to approve the changes to the Mobilization Plan be held over to May, to allow for further discussions with the Council.

T.J. reminded all Board members of the need to keep the organizations they represent on the Board informed of Board actions and activities as they occur.

Mark Kahley advised that he will not be able to attend the State Fire Defense Committee meeting on May 15, and suggested that it was important to have someone else from the Board attend the meeting. T.J. advised that he would facilitate having a FPPB representative at the meeting.

T.J. reminded the Board that they would be taking action on the Decision Item to approve the Mobilization Plan updates at the May meeting.

Meeting adjourned at approximately 12:15.

**Next Meeting:**

May 23, 2007 – 9:00  
General Administration Building  
Olympia, WA

Approved:

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T.J. Nedrow, FPPB Chair (Date)